

SERVICE RECORD PAGE 4 ENTRIES REQUEST FORM

PREPARE ORIGINAL AND ONE COPY. FILE ORIGINAL IN T/R
WHEN ENDORSED; FILE 2ND COPY IN UNIT FILE

Date: _____

UIC: _____

From: _____

To: Officer in Charge, PERSUPPDET _____

Subj: SERVICE RECORD PAGE 4 ENTRIES ICO _____
(Rank/Rate, First Name, MI, Last Name, SSN)

Provide e-mail address for quick confirmation that entry has been made.

1. Military schools and other training completed:

Title of course of instruction: _____

NAVEDTRA #: _____ COURSE #: _____ FROM: _____ TO: _____

NEC EARNED: _____ GRADE: _____ CONDUCTED AT: _____

2. Advancement Requirements:

a. Completed Professional Course for _____, NAVEDTRA # _____
with a grade of _____ on _____

b. Completed Military course for _____, NAVEDTRA # _____
with a grade of _____ on _____

c. Completed PARS for _____ on _____

3. Correspondence Course/PQS Completed:

CORRESPONDENCE COURSE/ PQS TITLE	WATCHSTATION # OR NAVEDTRA #	DATE COMPLETED	GRADE

4. College Course(s) Completed:

COLLEGE COURSE(S) TITLE	SCHOOL ATTENDED	DATE COMPLETED	GRADE

5. Awards Received: (i.e. Personal Military Decorations, Good Conduct, Unit/Campaign/Service, Good Conduct, Military-Related Letter of Commendation) (Attach copy of citation certificate for all except Unit/Campaign and Good Conduct Medal.)

AWARDS RECEIVED	DATE OF AWARD	AWARDING AUTHORITY/ REFERENCE CORRESPONDENCE	INITIAL

PSD ROUTING
INDICATOR

DATE RECEIVED: _____

DATE ROUTED TO OPIM: _____

ESO/Training Petty Officer/E-mail

FIRST ENDORSEMENT

Date: _____

From: Officer in Charge, PERSUPPDET _____

To: _____

Subj: COMPLETION OF SERVICE RECORD PAGE 4 ENTRIES/PAGE 13 (OFFICERS)

1. Service record entry(ies) has/have been completed this date.

By direction